

Online Solutions For Educators



MICHIGAN
LEARNPORT[®]
— a division of MVU —

Why Michigan LearnPort?

2

Michigan LearnPort® invites Michigan's K-12 community to access high-quality online courses and resources, meet professional development requirements, earn SB-CEUs and more.



What's inside

- 3 Eligibility
- 4 Registration
- 5-8 Navigation
- 9 Enroll/Launch Courses
- 10 Collaboration Center
- 11 Reports
- 12 Administrative Tools

Eligibility

3

The *Michigan LearnPort* web-based professional development delivery system was created in partnership with *MVU*® and the Michigan Department of Education (MICHIGAN Department of Education).

Who can join

- ☐ Michigan school employees.
- ☐ Michigan educational professional organizations and their employees.
- ☐ Michigan pre-service teachers and their college or university faculty.
- ☐ Non-employed, certified Michigan teachers and administrators.
- ☐ Additional authorized users.



Michigan LearnPort provides high-quality courses and content complemented by a full set of web-based communication tools and offers full professional development record-keeping capabilities. Financial support for *Michigan LearnPort* is provided through ESEA Title II, Part (A) funds.

Registration

4

www.learnport.org

All data in your records is treated confidentially and will be protected in a secure environment.

- ① Go to **www.learnport.org**.
- ② Click on [New User? Click Here](#). Create a unique Login ID and Password. Both should contain at least four letters and/or numbers; both your ID and password are case sensitive. Click **Submit**.
- ③ Select your “Category” from the dropdown list, and then click **Select**.
 - A. If you’re a School Employee, Preservice or Professional Organization user, further identify your organization using the dropdown boxes, and the **Expand** and **Select** buttons. For example, if you’re a school employee, choose your ISD, district and building. Confirm your choices by clicking **Submit** in the popup window. (Click **Cancel** if incorrect.)
 - B. If you’re a Guest, MVU or MDE user, click **Submit** if the category is correctly displayed in the popup window. (Click **Cancel** if incorrect.)
- ④ A complete User Profile is required to accurately distinguish between users with similar information. You may edit your profile information anytime information changes or you want to add new information. The Qualifications field is used to record your special interests, projects, programs or qualifications to enable others to locate you for collaboration. You can choose to make the information in your profile available to other users by placing a check mark in the box for User Directory or PeerNet.
- ⑤ Complete your user profile by filling in the required fields (fields with an *) and then click **Submit**.
- ⑥ After successfully completing registration, you can begin using *Michigan LearnPort*.
- ⑦ Click **Next** to visit My Personal Pages.

Username: _____

Password: _____

Navigation

5

Navigating *Michigan LearnPort* is easy. The toolbar at the top of the screen is one way to move around the site. Use these navigation tools for locating general information and functions, like getting help and providing feedback.



Top navigation

- **Home:** Returns you to My Personal Pages (the first page you see when you log in).
- **About Us:** Information about *Michigan LearnPort*.
- **Index:** A site index with links to all features.
- **Help:** A set of searchable topics on features and functions.
- **Glossary:** An alphabetic list of words and their meanings.
- **Feedback:** Sends *Michigan LearnPort* a message.
- **Notepad:** Used to write and store a personal note from anywhere in the system.
- **Search:** To search for site content, complete the criteria (topic, keywords, sort by), then click **Search**. From the resulting list, click the information icon ⓘ for details or click the title to view the content in a new window.
- **Logout:** Click to exit your session.

Navigation ...

6

You can manage your account and go to the Collaboration Center or to any of the many other features of *Michigan LearnPort*. Here's a look at these features:



- My Account
- Courses
- Collaboration Center
- Resources
- Reports

Left side navigation

- **My Account:** Change your Password and Login ID, access your Development Record (transcript) and record learning events taken outside of *Michigan LearnPort*. Visit Tutorials for quick refreshers on key topics.
- **Courses:** Access the Catalog and Curricula (a set of related courses); check course Notes & Assignments for information posted by the course instructor; view a list of Software & Plug-ins that are needed for some courses and resources.
- **Collaboration Center:** Create, manage and access Community Rooms. Use PeerNet and search for information in the user and instructor directories. (See page 10 for more on the Collaboration Center.)
- **Resources:** Explore Associations & Organizations, Lesson Plans, FAQs, Newsletters, Informational Documents, Websites and netTrekker d.i.
- **Reports:** Enable users to access several standard reports.

Announcements
My Personal Pages
Surveys
What's New
Top 10 Resources
Top 10 Searches

- **Announcements:** Read current information for all users.
- **My Personal Pages:** Your Personal Pages contain lists of courses you've elected or been assigned to take and user specific information in the Learning Plan, My Portfolio, Links, Search History, My Peers and My Community Rooms. *(See page 8 for more personal pages information.)*
- **Surveys:** Surveys are site-wide questionnaires to gather information and feedback from users about a wide variety of issues.

Left side navigation

- **What's New:** Displays content that has been added since the last time you logged into the site. From the list, click the info link to see information about the content.
- **Top Ten Resources and Searches:** Displays the Top 10 most common items and searches performed in the site by all users.

Accessible from the links tab and the Resources section, *netTrekker d.i.* is a K-12, academic search engine. *netTrekker d.i.* searches result in the most relevant websites — teacher evaluated and aligned to state benchmarks. Teachers can search for content based on students' reading level.

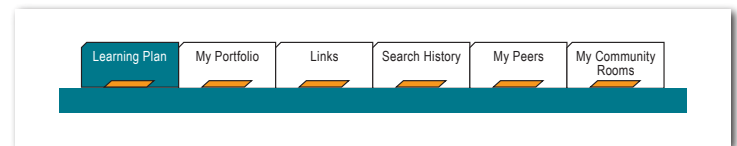


Differentiated instruction to help EVERY child learn!™

Navigation

8

This page provides you with access to information you'll frequently reference. Everytime you log in, this is the first screen you'll see.



My Personal Pages

- **Learning Plan:** Lists your assigned and selected courses, including the course name, current status, start date and other information.
- **My Portfolio:** Stores your Private Portfolio (upload personal content), User Profile (update personal information), Development Record (transcript) and Resume.
- **Links:** Lists the shortcuts you've created from content information pages; e.g., netTrekker d.i. already appears as a shortcut in your links.
- **Search History:** The list of searches you've performed in the site.
- **My Peers:** The list of peers that you generated from PeerNet in the Collaboration Center. These are people who've chosen to make their expertise available to other users.
- **My Community Rooms:** My Personal Pages contain the list of Community Rooms that you've joined from within the Collaboration Center.

Enroll/Launch Courses

9

Relevant online professional development courses offer up-to-date best practices and help teachers and administrators face everyday challenges and maintain their certificates with free SB-CEUs.

Course Catalog

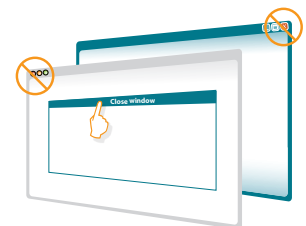
Self-paced courses **with** Notes & Assignments

- After a search in the Course Catalog, click on the Information button ⓘ at the course title.
- Click on the **Enroll** link.
- To launch the course during enrollment, access Notes & Assignments from the [Click here](#) link in the Course Information window.
- Click on the first assignment or click on the course title (after Content) and start course by clicking on Take Course.
- To launch the course any time after enrollment, click the **Notes & Assignments** link associated with the course title in My Personal Pages.

Self-paced courses **without** Notes & Assignments

- After a search in the Course Catalog, click on the hyperlink course title.
- Launch course by clicking on **Take Course**.

- Re-enter your courses any time from My Personal Pages.
- Leave all pop-up windows open while launching and completing courses.
- Close all windows with the internal system navigation buttons and not the web browser navigation icons.



Collaboration Center

10

Using the Collaboration Center, educators can share resources and communicate with others. In these virtual community rooms, users may email, join discussion forums and chat rooms, and schedule group events on a shared calendar.

Features

- **Community Rooms Management:** Create new community rooms, add or remove members, open or close rooms. Membership types includes owner (administrator of the room, add and edit content), contributor (ability to view content and participate in a room as well as upload content) and member (ability to view content and participate in the room).
- **Community Rooms:** Collaborate with others using discussion forums, chat rooms, shared calendar and links to content. A Community Room can be public, moderated or private.
- **PeerNet:** Search the database of users who have chosen to make their expertise available to other users.
- **Instructor Directory:** View a list of your instructor's biographical and contact information.
- **User Directory:** View all users who have opted to make their contact information available to others.

Community Room types:

Public: all can attend and contribute.

Moderated: all can attend, selected users can contribute.

Private: selected users can attend and contribute.

Reports

11

Reports provides access to My Reports and the Reports Console.

My Reports

Use this function to transfer custom reports from your local environment to the server. Management functions are available to hide, display or apply permissions to uploaded reports.

Reports Console

Enables users to access all the standard reports and to search links from a central location. Access to Reports Console is permissions-driven; users may view only reports that are available through their designated permissions group. General users will find these types of reports:

Reporting categories

- **Classroom Course Calendar:** current course and calendar information.
- **Find an Expert/Resume Search:** online resumes submitted by users and responses to job postings.
- **Course and Content Ratings:** data on course/content items by rating.
- **Development Record:** your Development Record (transcript) data.
- **My Mandatory Training Progress:** data on your progress in assigned courses, by date range.
- **My Test Performance:** data about tests you have taken.
- **My Training Progress:** data on courses and curricula that you have started and/or completed.

Administrative Tools

12

Administrative tools and extended reporting capabilities are available to designated users at the ISD, district and building levels.

Tools and reports

Using these tools, administrators or designees can:

- Manage registration of new employees.
- Assign or enroll individuals or groups into courses based on school improvement initiatives or other need areas.
- Create surveys, build specific resources, turn workshops into sustained learning, and manage communication and collaboration.
- Track learning progress throughout the organization through a variety of reports.
- Develop and manage data for the Registry of Educational Personnel (REP) for reporting yearly individual professional development.

Administrator training is available by contacting *Michigan LearnPort* at learnportadmin@mivu.org. No-cost, web-based training is offered on a regular schedule. On-site training can be arranged to meet individual needs.



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